**Bylaws of the Rotary Club of East Jordan**

Club #2786 of District #6290

**Article 1 Definitions**

1. Board: The club’s board of directors

2. Director: A member of the club’s board of directors

3. Member: A member of the club, other than an honorary member

4. Quorum: The minimum number of participants who must be present when a vote is taken: one-third of the club’s members for club decisions and a majority of the directors for club board decisions

5. RI: Rotary International

6. Year: The 12-month period that begins on 1 July

**Article 2 Board**

The governing body of this club shall be the board consisting of seven (7) officers of this club, namely, the president, immediate past president, president-elect, secretary, treasurer, happy hour chair, and the sergeant-at-arms and up to three (3) directors elected in accordance with Article 3. A maximum of ten (10) members (officers and directors) make up the entire Board of Directors, with a minimum of 8 members.

**Article 3 Elections and Terms of Office**

Section 1 —One month before elections, members nominate candidates for president, vice president, secretary, treasurer, and any open director positions. The nominations may be presented by a nominating committee, by members from the floor, or both.

Section 2 —The candidate who receives a majority of the votes for each office is declared elected to that office.

Section 3 — If **any officer or board member vacates his or her position, the remaining members of the board will appoint a replacement.**

Section 4 — **If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.**

**Section 5** — The only position on the board with a term limit is president, which is a one year term.

**Article 4 Duties of the Officers**

Section 1 — The president presides at club and board meetings.

Section 2 —The immediate past president serves as a director on the club board.

Section 3 —The president-elect prepares for his or her year in office and serves as a director, and presides at club and board meetings when the president is absent.

Section 4 —A director attends club and board meetings.

Section 5 —The secretary keeps membership and attendance records.

Section 6 —The treasurer oversees all funds and provides an annual accounting of them.

Section 7 —The sergeant-at-arms maintains order in club meetings.

**Article 5 Meetings**

Section 1 —An annual meeting of this club is held no later than 31 December to elect the officers and directors who will serve for the next Rotary year.

Section 2 —This club meets as follows: ­­­ Tuesdays at 12:15 p.m. at the East Jordan Presbyterian Church, and the East Jordan Happy Hour Club meets the first and third Wednesdays of the month at 5:30 p.m. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members. Additional events and service projects are posted on our website calendar. All members are encouraged but not required to attend all activities.

Section 3 —Board meetings are held every month. Special meetings of the board are called with reasonable notice by the president or upon the request of two directors.

**Article 6 Dues**

**Annual club dues are** $175**. They are paid as follows: annually, due by June 30.** Annual club dues include **RI per capita dues, a subscription to The Rotarian or a Rotary regional magazine, district per capita dues, club fees, and any other Rotary or district per capita assessment. Meals are not included in dues.**

**Article 7 Method of Voting**

The business of this club is conducted by voice vote or a show of hands except in the election of officers and directors, which is conducted by ballot. The board may also provide a ballot for a vote on some resolutions.

**Article 8 Committees**

Section 1 — Club committees coordinate their efforts to achieve the club’s annual and long-term goals

Section 2 —The president is an ex officio member of all committees and, as such, has all the privileges of membership.

Section 3 — Each committee’s chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the board on all committee activities.

**Article 9 Leave of Absence**

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time. (Note that such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the club credit for the member’s attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provisions of the Standard Rotary Club Constitution is not computed in the attendance record of the club.)

**Article 10 Finances**

Section 1 — Before each fiscal year starts, the board prepares an annual budget of estimated income and expenditures.

Section 2 — The treasurer deposits club funds in a financial institution or institutions designated by the board.

Section 3 — Bills are paid by the treasurer or another authorized officer and require an approval from one board member if it is 10% over the budgeted amount. Approved budget items do not require an additional approval.

Section 4 — A qualified person conducts a thorough annual review of all financial statements.

Section 5 —Club members will receive an annual financial statement of the club.

Section 6 — The fiscal year is from 1 July to 30 June.

**Article 11 Method of Electing Members**

Section 1 — A member proposes a candidate for membership to the board, or another club proposes one of its transferring or former members.

Section 2 — The board approves or rejects the candidate’s membership within 30 days and notifies the proposing member of its decision.

Section 3 — If the board approves the candidate’s membership, the prospective member is invited to join the club.

**Article 12 Attendance**

Our club asks each member to maximize membership by attending meetings, events and getting involved in service and activities. Our club recognizes make-ups, which are any Rotary sponsored event, meeting, activity, online make-up, or independent club work to replace attendance at a regularly scheduled meeting. To receive credit for the make-up, the activity should be reported in one-hour increments to the Club Secretary, within the current Rotary calendar year (July 1-June 30).

**Article 13 Resolutions**

The club shall not consider any resolution or motion to commit the club on any matter until the board has considered it. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion

**Article 14 Amendments**

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written notice to each member 10 days before the meeting, having a quorum present for the vote, and having two-thirds of the votes support the change. Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.